

POOL RENTAL - USAGE POLICIES AND PROCEDURES

1. Applications shall be issued only to responsible adults who shall be in attendance at the function for which application is made.
2. All applications for use of facilities must be submitted at least four (4) weeks and not more than 90 days, prior to the time of use. This does not apply to City sponsored or co-sponsored activities.
3. City functions and City recreation programs shall have first priority on use of all facilities. Furthermore, previously scheduled uses may be cancelled for City functions and programs.
4. All persons using a facility will be expected to abide by all Federal, State and Municipal laws particularly DMC 9.20 regarding Conduct in Parks. Smoking is not allowed inside City buildings or enclosed outdoor areas, DMC, Chapter 6.20.060. Smoking is prohibited and is unlawful in all public parks located in the City and is unlawful in all public areas including but not limited to public sidewalks, streets, and alleys, located within 25' of the boundary of the public park. 6.20.60. (A "Public Park" includes "recreation center" "buildings, structures, facilities.") Possession of alcoholic beverages is strictly prohibited.
5. All pool participants must follow supervision and waiver requirements established by the City of Duarte. Children 7 years of age and younger must be accompanied and directly supervised at all times in and around the water by a responsible adult (18 years or older). Participants ages 8-16 must have a responsible adult (18 years or older) present, with a minimum ratio of one (1) adult for every six (6) minors. All individuals entering the pool area must sign a pool rental waiver at the front desk. Minors attending without a parent or legal guardian must provide a waiver signed by their parent or legal guardian in advance. Individuals who do not meet these requirements will not be permitted to enter the pool area. Copies of required forms will be provided upon application approval.
6. Eating and drinking are permitted only in designated areas for parties only. Glass containers are not permitted anywhere on the facility.
7. A member of the City staff shall be on duty at all times while the facilities are being used and shall have full access to all activities at any time in order to ensure that all rules, regulations, City and State laws are being observed.
8. The City will not be held responsible for loss, damage or theft of equipment or personal articles owned, leased or rented by people utilizing the facilities.
9. Theft, damage or items missing from the facility that are the property of the City of Duarte shall be the financial responsibility of the applicant and are subject to replacement at cost.
10. If decorations are contemplated for any program, their use must have prior approval from the Parks and Recreation Department. No group may hammer, tape, stick or staple anything to floors, railings, walls or ceilings. Decorations may only be placed as designated by a City representative.
11. Upon request the City will provide a maximum of 6 tables and 36 chairs for event.
12. Unruly behavior, such as shouting and profanity, is prohibited.
13. Bicycles may be ridden and parked only in designated areas.
14. The possession of a weapon or other dangerous devices will subject the possessor to immediate removal from the premises and to possible arrest and prosecution.
15. No smoking or vaping allowed on deck, facility or surrounding perimeter.
16. No Alcohol allowed.
17. A certificate of insurance for a minimum of \$1,000,000, naming the City of Duarte as additionally insured, will be required of all events. Events that include food vendors must also provide a supplemental Certificate of Insurance verifying appropriate coverage.

POOL RENTAL – FEES AND OTHER INFORMATION

1. Duarte Resident Discount Rate (50% discount of Non-Resident Rate)
A resident is defined as a person who resides within the incorporated City of Duarte.

RENTAL FEES

Guest Ratio	Resident / Non-Resident <i>(Two Hour Minimum)</i>	Each Additional Hours	Cleaning/Damage Bond <i>(Eligible for Refund after Event)</i>	Liability Insurance <i>(\$100/ Internal Processing Fee)</i>
0 – 50	\$290 / \$580	\$125	\$500	<i>Required & Fee Varies</i>
51 – 100	\$320 / \$640	\$125	\$500	<i>Required & Fee Varies</i>
101 – 150	\$410 / \$810	\$125	\$500	<i>Required & Fee Varies</i>
151 – 200+	\$510 / \$1,020	\$125	\$500	<i>Required & Fee Varies</i>

Note: The **Training Pool** is only available for events of 50 or fewer.

Administrative Fees:

- A 4% convenience fee will be added to all credit or debit card payments. Please note that this fee is non-refundable.
 - Any cleaning and damage charges deducted from the bond will also be assessed administrative fees of 15%.
1. Final approval is granted upon payment of fees. The facility rentals are subject to automatic cancellation if balance of fees are not paid two weeks prior to use.
 2. Reservations may be cancelled by the applicant and all fees returned up to 60 calendar days prior to the event. Deposit fee will be retained if reservations are cancelled 60 – 14 calendar days prior to the event. All fees will be retained if reservations are cancelled less than 14 calendar days prior to the event.
 3. Cleaning and damage bond is refundable by a City warrant subject to the condition of facility or other reasons, and will be returned by mail approximately 3 weeks after date of use. The facility must be cleaned and returned to the condition at which it was rented.
 4. Upon the approval of application your Cleaning/Damage Bond needs to be processed in order to secure the date for your event.

POOL RENTAL - APPLICATION AND AGREEMENT

Date of Submission: _____
Name of Responsible Person: _____
Address: _____ City/Zip: _____
Mobile Phone: _____ Email: _____
Identification _____ or _____
(Drivers License No.) (Calif. I.D. Card No.)
Date of Event: _____ Time: From _____ AM/PM To _____ AM/PM
Purpose of Rental: _____
Guest Ratio: _____ | Breakdown: Adults _____ Teens _____ Children/Infants _____
Admission/Donation: _____ What will proceeds be used for: _____

By signing below, I am certifying that I have read and understand the Policies and Procedures pertaining to the requested facility use and agree that I am responsible for their enforcement and that I must be present at the event on the date requested. I hereby certify that I shall be personally responsible on behalf of this organization for any damage or unnecessary abuse of any building, grounds, or equipment resulting out of the occupancy of said premises by our organization. I certify that all the above statements are true and correct. I understand that any misstatement or omission of a material fact may be sufficient cause for cancellation of use of the building. I am aware that all rental fees are due and payable eight (8) working days in advance of the activity. I am aware that all participants in my group wishing to enter the pools will be required to provide a signed waiver, and if under 18 years old, a waiver signed by his or her parents or legal guardian.

Signature of Applicant Street Address City Phone

For Official Use Only

Application Approved: _____ Application Denied: _____ Classification: _____

FEES

Rental Fee:	2 Hours	@ \$	_____
Additional Hours:	\$125.00 / Hour	X \$	_____
Cleaning/Damage Bond:		\$500.00	_____
Liability Insurance (Varies):		\$	_____
Liability Insurance Processing Fee:		\$100.00	_____
4% CC/Debit Fee (Varies):		\$	_____
Miscellaneous Charges:		\$	_____
TOTAL FEES:		\$	_____

<input type="checkbox"/> (1) Competition Pool
<input type="checkbox"/> (2) Training Pool (Events of 50 or fewer)
<input type="checkbox"/> # 100 - 4403 Swimming Pool Rental
<input type="checkbox"/> # 100 - 2120 Deposit

→ Paid On (Date): _____
Balance Due: _____
Balance Paid: _____
Due Date: _____
Received Date: _____

Director of Parks and Recreation or Authorized Designee

After Use Inspection

Condition of pools: _____ Good _____ Fair _____ Poor
Condition of locker rooms: _____ Good _____ Fair _____ Poor
If poor, explain: _____

Should deposit be returned? _____ Yes _____ No _____

Signature of Employee on Duty